

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING
October 26, 2017

PRESENT: Larry Epstein, Patricia Finder-Stone, Randy Johnson, Arlie Doxtater, Bev Bartlett, Amy Payne, Melanie Maczka, Linda Mamrosh, Deborah Lundberg, Beth Relich, Mary Johnson, Corrie Campbell, Mary Derginer

EXCUSED:

ABSENT:

ALSO PRESENT: Laurie Ropson, Debra Bowers, Devon Christianson, Christel Giesen, Kristin Willems, Jennifer Hallam-Nelson, Denise Misovec, Tina Whetung, Kimberly Gould

The meeting was called to order by Chairperson, Epstein at 8:32 a.m.

PLEDGE OF ALLEGIANCE:

INTRODUCTIONS:

ADOPTIONS OF AGENDA:

Supervisor Campbell/Ms. Finder-Stone moved to adopt the amended agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING OF September 28, 2017:

Ms. Johnson/Ms. Lundberg moved to approve the corrected minutes for the September 28, 2017 Meeting, to include Ms. Johnson was in attendance. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC:

None

FINANCE REPORT:

REVIEW AND APPROVAL OF FINANCE REPORT – September 2017:

Ms. Bowers referred to the 2017 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of September.

Ms. Derginer/Ms. Lundberg moved to approve the Finance Report – September 2017. **MOTION CARRIED.**

REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

The ADRC received a \$50.00 restricted donation from Doris Zeisner for Legacy of Character program in September 2017.

Ms. Finder-Stone/Ms. Bartlett moved to approve the Restricted Donation Report. **MOTION CARRIED.**

DIRECTORS REPORT:

A. IN-HOME WORKER PROGRAM UPDATE AND CORRESPONDENCE:

Ms. Christianson referred to a letter sent from a current In-Home Worker, voicing concerns about the changes to the In-Home Worker program. Ms. Schlautman provided an update and stressed that just the personal care portion of the program has been discontinued. The ADRC continues to provide referrals and matches for housekeeping, chore, and non-personal care requests. Ms. Schlautman shared that the program is still valued but with the inception of Family Care in 2015, there are more options for customers who need personal care services. In addition, the personal care worker portion of the program did fill a gap when there was a waitlist to get customers on family care; this is no longer

an issue. Also, low income families are now eligible for family care services and personal care work is included. Ms. Schlautman shared there is still value in the program, however, the customers are not complaining about the changes in the program, it is for the most part the workers who are voicing concerns about receiving less work. At the time the In-Home Worker program was established, Brown County had a limited number of home care agencies as resources. Today, Brown County has numerous options for provider based in-home care. Ms. Schlautman is also investigating creating efficiencies to the program by communicating through email and using the internet. Additional discussion ensued. Ms. Christianson shared that additional time is needed to evaluate the program since the retirement of Holly Lorenz. Ms. Schlautman will provide a more detailed report in January or February of 2018.

B. NFCSP WAITLIST POLICY:

The National Family Care Support Program has a small amount of funding for this program. The ADRC is required to spend the dollars in different areas, including Curative Connections to provide respite for caregivers to attend support groups, for educational caregiver events, the ADRC loan closet and in the past was also used to fund the In-Home Worker program. Beginning in 2017 the program requires this portion of the funding to be used as a direct grant program for caregivers, the majority of this must go to pay for respite services. The criteria for NFCSP and AFCSP eligibility differ; therefore the programs must remain separated. Ms. Christianson explained that there is a small amount of funding available for 2018 and will need to establish guidelines for allowable amounts for each family in order to help more families. A waitlist to for these grant dollars will be required to assist to administer the program. There would be first come first serve criteria with some situations meeting an urgent service criteria be prioritized. Ms. Christianson provided a draft wait list policy for consideration. Additional discussion ensued.

Ms. Relich/Ms. Derginer moved to approve the NFCSP Waitlist policy. **MOTION CARRIED.**

PERSONNEL COMMITTEE REPORT:

C. ADRC PLANNING RETREAT REFLECTIONS:

Ms. Christianson asked the Board for thoughts on the 3 Year Aging Plan retreat. Mr. Johnson liked the focus on listening from Ms. Christianson and the speakers at the retreat. "Seek to understand" is a great theme to use as the ADRC works through this process. All enjoyed that all were working together and all brought their diverse background and experience to the table. Ms. Christianson referred to the notes from the retreat. Ms. Christianson will send out the implementation and action plan to all soon. Ms. Christianson explained it will be imperative for board members to be conducting focus groups to reach people and places that the ADRC does not know. Ms. Christianson explained the draft aging plan is due in June, 2018 and the final plan is due in November, 2018.

D. SCHREIBER GRANT, 100 WOMEN WHO CARE:

Ms. Christianson asked for approval to apply for 2 grants. 100 Women Who Care and also a Schreiber Grant are these grants, both are due in November. Ms. Christianson is asking to hire 2 people for the Grounded Café, with at least one of these being a person with disabilities from the Schreiber grant.

Discussion surrounding the Grounded Café' ensued and it is suggested to have a café' update with the next board meeting in December.

Mr. Johnson/Ms. Finder-Stone moved to approve application for both the 100 Women Who Care and Schreiber grants. **MOTION CARRIED.**

STAFF REPORT FINANCE UNIT:

Ms. Bowers introduced the Accountant Clerk, Donovan Miller. Mr. Miller described his background and will be attaining his Bachelor's degree in May, 2018. Mr. Miller explained the Accounting Unit mission and responsibilities. Mr. Miller works closely with Brown County HR to assist in administering benefits and conducts new hire orientation. Mr. Miller explained that accounting also tracks employee wages that are tied to grant dollars and gives information to management for planning. Staff now has access to payroll documents including payroll and W-2 information online through Laser Fiche. This workflow was created by Mr. Miller and Ms. Ropson. This process has increased efficiency as this is a paperless process saving both time and money for paper, printing and envelopes. Mr. Miller also conducts weekly MA Claiming audits and has forged positive relationships with many different vendors and provides them with

1099 forms when required. Accounting also tracks and audits Purchasing Cards for the agency. The Grounded Café' has added additional responsibility to the Accounting Department and has been a new challenge for the team. Mr. Miller explained that additional automation of accounting processes is always being investigated. Ms. Bowers thanked Mr. Miller for his work and support. Ms. Christianson also thanked Mr. Miller for his hard work and how his personality adds to the culture of the agency.

LEGISLATIVE UPDATES:

Ms. Giesen handed out a summary of 7 current Alzheimer's and caregivers bills. Ms. Giesen provided a brief overview of these bills. Ms. Giesen asked the board to contact legislators to ask them to support these bills.

ANNOUNCEMENTS:

Ms. Christianson announced that Representative Nygren will be visiting the ADRC on Monday October 30, 2017.

Ms. Giesen explained that November is National Family Caregiver Awareness month. The Caregiver Coalition is organizing "Caregiving Around the Clock" event on Tuesday November 4, 2017.

Ms. Giesen also announced that Jennifer Hallam-Nelson the Mobility Manager will be conducting an overview of transportation options in the community called "All about Transportation" with a follow up public hearing on the 85.21 transportation plan for 2018 on November 16, 2017. The Board is invited to attend.

Ms. Bartlett announced that in honor of National Caregiver Awareness month, the Caregiver Coalition is also sponsoring an event at the Bay Park Square Mall and volunteers and committee members will be present with a display of artwork made by caregivers on November 3-5, 2017.

Mr. Epstein asked board members to provide feedback for Ms. Christianson's evaluation to Ms. Willems by October 31, 2017.

Mr. Epstein suggested that an update on the Grounded Café' be added to the agenda for an up-coming full board meeting.

Ms. Christianson reminded the board of upcoming events, all are invited to attend the volunteer recognition event, and the ADRC all-agency meeting.

Ms. Christianson also happily announced that the parking lot renovation for additional customer parking space is underway and should be completed by the end of the year. Mr. Epstein thanked Devon and staff involved in getting this done.

NEXT MEETING – COMBINED EXECUTIVE & FINANCE AND HR & NOMINATIONS November 9th, 2017. The next full ADRC Board of Directors Meeting is on December 14th, 2017

ADJOURN: Mr. Johnson/Ms. Lundberg moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:30 a.m.

Respectfully Submitted,
Kristin Willems,
Administrative Specialist